**Ticketing**

·         We have used Billetto to ticket events in the past - it is easy to set up, and very intuitive. While it doesn’t cost you anything, they do take a percentage of the price of tickets sold. However, you have an option either to pass this cost directly on to the purchaser, to slightly increase the price of the ticket and thereby ‘absorb’ the fee, or to leave it.

·         Billetto have a deal with The Hands Up Foundation that they will reduce the price they take by 50% for any events with a capacity above 300 people, so please get in touch with Marina on[contact@handsupfoundation.org](mailto:contact@handsupfoundation.org) if you are planning a big ticketed event.

·         As well as being able to create an event page which you can share with friends, family and other potential guests, you can also create printable tickets on the site, so that your guests have a physical ticket.

·         Billetto also works if your event is free and you are planning to have a collection at the end, meaning that you can still create an event page (without cost) and share the link as widely as possible to get as many people as possible to attend.

·         To set up a billetto account, please click the link [here](https://billetto.co.uk/l/uk-ticketing-sem/?&kw=adwords+ticketing%20website+mt:e&tag=adwords+ticketing%20website+mt:e&gclid=EAIaIQobChMIw6_tqrmY1wIVxRbTCh1SzgSMEAAYASAAEgLtvPD_BwE).

**Once You Have Set Up the Event**

PLEASE, PLEASE send the details to us at contact@singingforsyrians.com:

·         Name of event

·         Date, Time

·         Venue, Address

·         Ticket price

·         Name of organiser & their email

·         Link to buy tickets

So that we can get the event up on our interactive map on our website **as soon as possible.**

We will also make sure to tweet about upcoming events and put them up on Facebook.

**Donations**

For those who are unable to come to your event but would still like to make a donation to The Hands Up Foundation, you can either direct them to our website [www.handsupfoundation.org](http://www.handsupfoundation.org) which has a donate button, or you might want to set up your own MyDonate page in aid of The Hands Up Foundation.

**Paying Money in After the Event**

Online

·         You can pay in money online via the ‘Donate’ button on the [Singing for Syrians website](http://www.singingforsyrians.com/) which will transfer any funds raised automatically.

By Bank Tranfer (BACS)

·         Payee Reference: SFS - LASTNAME e.g. ‘SFS-Jones’

Bank Account Name: The Hands Up Foundation

Sort Code: 202646

Account No: 50590142

Bank Name: Barclays Bank PLC

If using Billetto – you can put these bank details in when you set up your account and all money raised will automatically be transferred to The Hands Up Foundation.

By Cheque

·         All cheques should be made payable to The Hands Up Foundation, with the reference “SFS” on the back and sent to: **Hands Up Foundation, 20 Jerusalem Passage, London, EC1V 4JP.**

Gift Aid

* Please find our Gift Aid Form, for individual cash donations **above** £20, in the resources section [here](https://handsupfoundation.sharepoint.com/_layouts/15/guestaccess.aspx?docid=151503305f4d34a549370f73dc35348d2&authkey=AX0xynRcfRykDPb3ewF8rqI).

Email

* Please let us know if you have transferred money to us, so that we can keep track of everything that is going on, and, more importantly, so that we can say thank you to you for your support and enthusiasm for the cause.

**Photographs**

If you have any Instagram-worthy photos of your event, please send them to us so that we can get them up on Instagram.  Prior to the event, we’d be delighted to put up any arty photos of the venue if you have them.

**Contact**

For any queries that arise in response to holding your own event, please don’t hesitate to get in touch with me, Lucy, directly at [contact@singingforsyrians.com](mailto:contact@singingforsyrians.com)